



**Code: 8164**

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Street, Water, Sewer, and Disposal

Series: Sanitation

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## **CLASS TITLE: DISTRICT SUPERVISOR - GRAFFITI REMOVAL SERVICES**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, supervises work crews and coordinates and directs graffiti removal operations within an assigned district, and performs related duties as required

### **ESSENTIAL DUTIES**

- Assigns and directs various work crews of laborers, hoisting engineers and painters engaged in using mechanical sprayers and related tools to paint over graffiti or operating soda blasting equipment for the removal of graffiti
- Plans and schedules the use of work crews using specialized chemicals and materials for the removal of graffiti from specific surface types
- Reviews computerized service request and makes daily work assignments to crews, prioritizing and scheduling graffiti removal services to maximize efficiency of operations
- Authorizes the requisitioning of needed materials, supplies and equipment to ensure trucks are properly equipped for crews to complete job assignments
- Oversees and directs the training of staff in the proper and safe use of graffiti removal tools and equipment and the proper cleaning and maintenance of equipment
- Drives a vehicle to inspect work completed or in progress, monitor individual crew productivity and ensure that proper work methods and safety procedures are followed
- Inspects buildings and structures to assess extent of graffiti and whether available resources and equipment can access and/or remove graffiti; confers with property managers and owners to explain city's graffiti removal methods and to schedule graffiti removal services
- Prepares various management reports on work operations including program initiatives, number of jobs completed, work crew productivity levels, and materials and supplies used
- Coordinates work efforts with management to plan new initiatives and to effectively respond to emergency or high priority requests for graffiti removal services in the district
- Schedules and conducts safety meeting with district staff as required; prepares and signs off on injury and accident reports
- Monitors subordinates work performance and initiates and enforces disciplinary action as required
- Uses bolt cutters to cut locks and gain access to areas to remove graffiti as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Five years of work experience in the areas of graffiti removal, sanitation or street operations

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required

**WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Personal protective equipment (e.g., hard hat, shoes, air filter mask, glasses, gloves, vest)
- Bolt cutters

**PHYSICAL REQUIREMENTS**

- Ability to stand or walk for extended or continuous periods of time

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Some knowledge of:

- graffiti removal operations, methods, and procedures
- City's Graffiti Removal Program
- equipment and materials specific to graffiti removal services
- geographical locations within the City and applicable facilities
- supervisory principles, methods, practices and procedures
- applicable safety codes, principles, methods, practices, and procedures, including OSHA standards
- use of safety equipment and protective gear
- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action

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- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

September, 2010